



THE SECRETARY OF THE INTERIOR  
WASHINGTON

Memorandum

OCT 25 2001

To: Solicitor  
Inspector General  
Assistant Secretaries  
Heads of Bureaus and Offices

From: P. Lynn Scarlett *P L Scarlett*  
Assistant Secretary - Policy, Management and Budget

Subject: **Energy Conservation Strategies for Interior Facilities**

October is Energy Awareness Month, and as we look forward to celebrating our many accomplishments, let us also be aware of the work that remains to be done. More than ever before, our energy future depends on our own energy security. As the premier Federal conservation agency, Interior must continue to be a leader in energy conservation. Interior has a legacy of accomplishments resulting in energy and water conservation and renewable energy projects around the country. Still, there is much work remaining. This is why Secretary Norton pointed out in a memorandum dated May 18, 2001, that you need to adopt aggressive energy conservation strategies at your facilities (see attachment). In light of recent developments, I would like to reiterate the Secretary's call for action and underscore the urgency of your full cooperation.

We all need to do our part to meet the Department's FY 2003 goal of reducing our energy use by 25 percent below our 1985 level and the President's FY 2005 goal of a 30 percent reduction again below our 1985 use. Our challenge is significant since Departmentwide energy usage in FY 2000 was only reduced by 10 percent compared to a 20 percent governmentwide goal for that year. Managers and employees need to adopt practices, techniques and technologies leading to energy savings and efficiencies in our buildings and the motor vehicle fleet.

As a tool to make further progress in this area, your facility managers need to prepare energy conservation strategies for each of your bureau facilities (e.g. parks, wildlife refuges, schools, regional, area, and field offices). The strategies are to enable you and bureau staff to guide and monitor the efforts of your facilities over time to reduce energy use, become more energy efficient, use energy savings technologies and save money. They should be reflected in your bureau's annual energy report due to the Office of Acquisition and Property Management (PAM) by December 3, 2001.

The strategies should include the identification of:

- efforts to coordinate with state and local government agencies and utilities to conserve electricity in our buildings;
- short- and long-term facility and fleet management energy reduction measures and projects;
- monitoring of total facility demand;
- creative financing through partnering with utilities and energy service companies; and
- actions to enhance communications with employees about the benefits of and best practices for increased energy efficiency.

Attached to this memorandum is a suggested format for the facility strategies. To help them prepare their strategies, we have also attached a sample strategy using the suggested format. In addition, please inform your facilities managers that a list of suggested short-term and long-term energy conservation actions is available at <http://www.doi.gov/pam/enerconactions.html>.

My office would be pleased to assist your bureau's efforts to reduce energy consumption and assess your facilities' strategies. PAM is available to work with your staff to identify and implement energy conservation measures. If you have any questions, please call Debra E. Sonderman, Director, PAM at 202-208-6352 or have your staff call Bob Jarcho at 202-208-3329 or John Moresko at 202-208-5704. Thank you for your continued support in this important effort. Feel free to contact Scott Cameron, Deputy Assistant Secretary for Performance and Management, in his role as Interior's Senior Energy Official, for additional guidance.

#### Attachments

cc: Deputy Secretary  
Interior Management Council  
Assistant Directors for Administration